

## NOTICE TO RECORD REQUESTORS CITY OF GARDNER

### **CUSTODIANS**

The official custodians of the records found in this office are:

Administration – Stewart Fairburn, City Administrator  
Community Development – Fred Sherman, Director  
Finance – Laura Gourley, Director  
Human Resources/City Clerk – Gwen Scott, Director  
Parks & Recreation – Jeff Stewart, Director  
Public Safety – Ken Francis, Director  
Public Works – Dave Greene, Director

Persons designated as record custodians for this office are:

Administration – Janet Hackney  
Community Development – Cindy Weeks, Kathy Rohde, Therese Laughlin  
Finance – Amy Foster, Debbie Pickell, Becky Jones  
Human Resources – Susan Schultz  
Parks & Recreation – Jalinda Blanding, Jason Bruce  
Public Safety – James Moore  
Public Works – Judy Wernsman, Sharon Rose

### **OFFICE HOURS FOR RECORDS REQUESTS**

Any person requesting a public record made, maintained or kept by this office may make such request anytime during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **INSPECTION AND COPYING CHARGE**

The City has established certain record inspection and record copying charges that are intended to compensate the City for the expenses it incurs in the course of honoring your request. Those charges are set out in Ordinance No. 1890, a copy of which is available to you at no charge.

### **INSPECTION AND COPYING POLICIES**

The City has adopted certain policies and procedures regarding the manner in which you make a request for records inspection and/or copying, how payment is to be made, and how this office will handle that request. Those policies and procedures are set out in Resolution No. 1393, a copy of which has been posted in this office, and which is available to you at no charge.

### **INSPECTION AND COPYING DENIALS**

Whenever your request for inspection and copying has been denied, you are entitled by law to receive a written statement of the grounds for denial when you request such a written statement from the record custodian.